

D5S Document Routing Guide

This index is provided as a quick reference guide as you prepare and process any of the forms required in order to conduct and complete Auxiliary business.

A defined routing for each form/notification has been designated in order to facilitate prompt and efficient processing.

Elected and Staff Officers are responsible for ensuring accuracy of all forms routed through their chain of leadership and management. Auxiliary officers should help correct minor errors on the form without sending the entire package back and needlessly delaying the process.

Forms and processes are the tools used to track the Auxiliary's accomplishments. This guide lists all the approved forms for District Five Southern Region.

To avoid duplicative services & out of date material the numbered forms listed below are available via the Auxiliary National Website (<http://forms.cgaux.org/forms1.php>). The online forms can be completed on-line then printed, or blank copies may be printed then completed. It is strongly recommended that members obtain a current copy of the designated forms to reduce the opportunity for delay due to lacking information. This is especially true with the enrollment application. Only the current version will be accepted by DIRAUX for new members.

Unnumbered forms are available from the D5S Auxiliary Policy Manual (D5S AUX), Boat Crew Training Manual (COMDTINST M16764.51A (BCTM)). All other unnumbered are notification only and do not have a specified form associated with information to be provided.

All forms submitted to DIRAUX will be sent to the shared email inbox

D05-SMB-D5_DirAux@uscg.mil

This will ensure a timely routing by all DIRAUX personnel.

KEY: > = routing from > to
 / = both (all)
 + = include all in notification (cc)

FORM #	FORM NAME	ROUTING
7001	New member enrollment / re-enrollment package	FSO-HR > FC > DIRAUX
7002	CG Award recommendation	Member > FC/DCDR > DCAPT > Award Committee
7003	Vessel facility inspection	VE > FSO-OP > SO-OP > DIRAUX
7004	Radio facility inspection	Inspector > FSO-CM > SO-CM > DSO-CM > DIRAUX
7005	Aircraft offer of use	Inspector > Owner/Co-Owner > DSO-AV > DIRAUX
7006	Change of Officer report	FC/DCDR > FSO-IS(SO-IS) + DCDR (if FC submits include DCDR) + DIRAUX
7007	Annual Unit officers report	FC(DCDR) > FSO-IS(SO-IS) + DCDR + DIRAUX
7008	PWC Facility inspection	VE > FSO-OP > SO-OP > DIRAUX
7012	VSC	VE > FSO-IS(SO-IS) + FSO-VE
7012A	Paddlecraft VSC	VE > FSO-IS(SO-IS) + FSO-VE
7015	Pilot/Aircrew Qualification	Member > Examiner(if applicable) > DSO-AV > DIRAUX
7017	Record of unit meeting	FSO-SR > FC > SO-SR + DSO-SR + DCDR + DCAPT + DCOS + DCO + DIRAUX
7020	PA Consent form	Member/public > FSO/SO-PA
7025	Financial Report of AUX unit	FSO-FN > FC > SO-FN+DCDR > DCAPT > DSO-FN > DIRAUX
7028	Change of Member Information	Member > FSO-IS(SO-IS)
7029	Member activity log	Member > FSO-IS(SO-IS)
7030	Mission activity report	Member > FSO-IS(SO-IS) / Mission responsible FSO
7034	AUX SAR report	COXN/PILOT > FC + FSO-OP + OIA + SO-OP + DCAPT + DIRAUX
7035	Change of Member Status	Member > FSO-HR > FC > DCDR (disenrollment) > DIRAUX
	Death of an Auxiliarist – current or retired (send obituary if available)	FC > DCDR + DCO + DIRAUX
7038	Recreational vessel exam	VE > FSO-VE + FSO-IS(SO-IS)
7039	Workshop Mission & attendance	Instructor > FSO-IS(SO-IS)
7042	Flight crew medical screening	Physician/PA > Member > DSO-AV > DIRAUX
7046	RBS visitation report	PV > FSO-IS(SO-IS) + FSO-PV
7054	P-ATON report form	Member/AV > FSO-NS+SO-NS+DSO-NS + FSO-IS(SO-IS) > Local ANT (NOTE – the 7054 form on the National website is no longer used in D5S – only the D5S Excel forms are to be used)
7054A	Bridge report form	Member/AV > FSO-NS+SO-NS+DSO-NS + FSO-IS(SO-IS) > Local ANT
7056	Member transfer	Member > FSO-HR(current) > FC(current w/ copy to current DIRAUX) > FC (receiving) > DIRAUX (receiving)

7059	Short Term Resident Training Request (STTR)	Member > FSO-MT (copy to SO-MT) > FC (copy to DCDR)
	The course requested determines the next route:	
	AUX-02 (AUXLAMs)	DCAPT
	AUX-02A (AUXLAMs Part A)	DCAPT
	AUX-02B (AUXLAMs Part B)	DCAPT
	AUX-04 (Website)	DSO-CS
	AUX-05 (AULOC)	DCO
	AUX-05A (AMLOC)	DCAPT
	AUX-06 (ATON & PATON)	DSO-NS
	AUX-07 (ASOC)	DCO
	AUX-10 (IS)	DSO-IS
	AUX-12 (Public Affairs)	DSO-PA
	AUX-14 (District Flight Safety)	DSO-AV
	AUX-15 (Air coordinator)	DSO-AV
	AUX-17 (Air crew resource management)	DSO-AV
	AUX-18 (Spatial disorientation/CRM)	DSO-AV
	ICS classroom courses	DSO-IM
	Final submission after above endorsement	From DSO to DCO/DCOS > DIRAUX (copy to DSO-MT) Or from DCAPT > DCO/DCOS > DIRAUX (copy to DSO-MT)
	Training Evaluation form	Student > Instructor > FSO-PE
7064	NACO 3 star award for excellence in DV	FSO-DV > FC (copy to so/DSO-DV)> ANACO-DVd
7065	Vehicle offer of use	Member > FC > FSO-OP > SO-OP > CG Station OinC
7066	Commercial Vessel Exam activity report	CFVE > FSO-IS(SO-IS) + FSO-VE
7069	AUX Clergy Support – Application	Member > FC > DIRAUX
7070	AUX Clergy Support – Statement	Member > FC > DIRAUX
	D5S Air Crew Application form	Member > FC > DSO-AV > DIRAUX
	Application for DO Status	Member > FC > DIRAUX
	Change from IQ to BQ Status	FC > DIRAUX
	Replacement/renew AUX ID Card request (include new photo with all requests)	Member > FSO-HR > FC > DIRAUX
	Record of certificates of training	Member > FSO-MT > FC > DIRAUX
AUX BCTM	QE Request Form – boat operations (Crew or COXN)	Member > FSO-MT+FSO-OP > FC > AQEC
AUX BCTM	QE Request Form – 3 year requalification (Crew or COXN)	Member > FSO-MT+FSO-OP > FC > AQEC
AUX BCTM	Requalification from REYR/REWK (Crew or COXN)	Member > FSO-MT+FSO-OP > FC > DIRAUX
D5S AUX	IT, VE, PV Qualification Certification form	Member > IT/VE/PV > FSO-MT > FC > DIRAUX

	Qualify as Fingerprint tech	Member > FP Tech (mentor/certified) > FSO-MT > FC > DCDR > DIRAUX
	Qualify as Aid verifier	Member > AV Instructor > FSO-MT > DSO-NS > DIRAUX
	Qualify as Radio watchstander	Member > Radio instructor > FSO-MT > DSO-CM > DIRAUX
	Record MS/Trident qualifications	Member > MS Instructor > FSO-MT > DSO-MS > DIRAUX
	Record Air program qualifications	Member > FSO-MT > DSO-AV > DIRAUX
D5S AUX	Request for Travel Orders	Member > DCAPT > DCO/DCOS > DIRAUX
	Mishap report / damage claim	Member > FC + FSO-OP + OIA + DIRAUX
	Monthly unit Financial Report	<p>FSO-FN sends monthly financial reports to the FC/VFC who will be responsible to approve the report. Each FC/VFC then sends their reports to the Division SO-FN with a note of approval for the reports.</p> <p>SO-FN keeps a file of the financial reports for each of Flotillas. The SO-FN sends Division report to the DSO-FN along with a note that all Flotilla reports have been received and approved. This way, on a monthly basis, the DSO-FN receives only the Division Financial report (15) along with a thumbs up for all his/her Flotillas.</p>
D5S AUX	AUXDATA Read-Only Access request	FC > DCDR > DSO-IS
D5S AUX	Training Request Form	FSO-MT + FC > SO-MT + DCDR > DCAPT > DSO-MT
D5S AUX	Voluntary Request for termination of certification	Member > FSO-MT + FC > DIRAUX

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